

2021

Bi-Weekly & 28-Day Pay Schedule

2021

D= 28-Day Default Pay	Thursday	Wednesday	Wednesday	Thursday	Friday	Friday Pay Day	PR#
	Pay Periods		Employees	Managers	Department Payroll Reps		
	Start Date	End Date	Approve Their Time by the End of the Day	Approve Staff Time by the End of the Day.	Review Time Cards Sign Off by 5.p.m.		
Timekeeper	Dec-17	Dec-30	Dec-30	Dec-31	Jan-01	Jan-08	1
D	Dec-31	Jan-13	Jan-13	Jan-14	Jan-15	Jan-22	2
Timekeeper	Jan-14	Jan-27	Jan-27	Jan-28	Jan-29	Feb-05	3
D	Jan-28	Feb-10	Feb-10	Feb-11	Feb-12	Feb-19	4
Timekeeper	Feb-11	Feb-24	Feb-24	Feb-25	Feb-26	Mar-05	5
D	Feb-25	Mar-10	Mar-10	Mar-11	Mar-12	Mar-19	6
Timekeeper	Mar-11	Mar-24	Mar-24	Mar-25	Mar-26	Apr-02	7
D	Mar-25	Apr-07	Apr-07	Apr-08	Apr-09	Apr-16	8
Timekeeper	Apr-08	Apr-21	Apr-21	Apr-22	Apr-23	Apr-30	9
D	Apr-22	May-05	May-05	May-06	May-07	May-14	10
Timekeeper	May-06	May-19	May-19	May-20	May-21	May-28	11
D	May-20	Jun-02	Jun-02	Jun-03	Jun-04	Jun-11	12
Timekeeper	Jun-03	Jun-16	Jun-16	Jun-17	Jun-18	Jun-25	13
D	Jun-17	Jun-30	Jun-30	Jul-01	Jul-02	Jul-09	14
Timekeeper	Jul-01	Jul-14	Jul-14	Jul-15	Jul-16	Jul-23	15
D	Jul-15	Jul-28	Jul-28	Jul-29	Jul-30	Aug-06	16
Timekeeper	Jul-29	Aug-11	Aug-11	Aug-12	Aug-13	Aug-20	17
D	Aug-12	Aug-25	Aug-25	Aug-26	Aug-27	Sep-03	18
Timekeeper	Aug-26	Sep-08	Sep-08	Sep-09	Sep-10	Sep-17	19
D	Sep-09	Sep-22	Sep-22	Sep-23	Sep-24	Oct-01	20
Timekeeper	Sep-23	Oct-06	Oct-06	Oct-07	Oct-08	Oct-15	21
D	Oct-07	Oct-20	Oct-20	Oct-21	Oct-22	Oct-29	22
Timekeeper	Oct-21	Nov-03	Nov-03	Nov-04	Nov-05	Nov-12	23
D	Nov-04	Nov-17	Nov-17	Nov-18	Nov-19	Nov-26	24
Timekeeper	Nov-18	Dec-01	Dec-01	Dec-02	Dec-03	Dec-10	25
D	Dec-02	Dec-15	Dec-15	Dec-16	Dec-17	Dec-24	26

Old
New

Department Payroll Reps

2021

Wednesday — Pay Period End Date: All Personnel Actions must be received by Payroll by 5 p.m.

Thursday — 1 day after Pay Period End Date: Review all your Personnel Workflows. Notify Payroll via email of any corrections.

Friday — 2 days after Pay Period End Date: Payroll Reps must Sign Off on all Time Cards by 5 p.m.

Tuesday before Pay Date: Finish Reviewing **Pay Sheets**. Notify Payroll by **12:00 p.m.** with any **Corrections** or reply **OK** to email if all Pay Sheets are correct.

Oracle
Central Square